

QUARTERLY WAGE REPORT

Required Under Chapter 108, Wis. Stats.

To be filed with Quarterly Contribution Report

1. U.I. ACCOUNT NUMBER

2. QUARTER

3. YEAR

4. REPORT DUE DATE

5. FEIN

6. EMPLOYER NAME

7. ACCOUNT NUMBER

PLEASE TYPE ALL ENTRIES

8. LINE
NUMBER

9. CHANGE

10. EMPLOYEE'S
SOCIAL SECURITY NUMBER

PLEASE TYPE ALL ENTRIES

11. EMPLOYEE'S
LAST NAME

12. EMPLOYEE'S
FIRST NAME

PLEASE TYPE ALL ENTRIES

13. EMPLOYEE'S
QUARTERLY WAGES
DOLLARS CENTS

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

16.

17.

18.

19.

20.

21.

22.

23.

14. TOTAL WAGES ALL PAGES
(Must agree with item 9 on
Contribution Rpt. (UCT-101))

15. TOTAL WAGES THIS PAGE

02

16. PAGE ____ OF ____

GENERAL INFORMATION AND INSTRUCTIONS

This report is required from all employers covered under Wisconsin's Unemployment Insurance (UI) Law. It must be submitted with Form UCT-101 (and the appropriate payment) by the assigned due date. You can file this report on the Internet using the access number on line 1a on your Tax Report and creating a user ID and password. See <https://uiqtwrs.dwd.state.wi.us>.

Type the required information. Reports are machine read. Handwritten reports require costly processing by hand. Computer printed reports are also acceptable if prepared in portrait format on 8 1/2 x 11" white paper, if the data fields are positioned in the same locations as our standard form.

CAUTION: Center typewritten or computer printed information in the white boxes.

ITEM NO.

1. UI Employer Account Number.
2. Calendar Quarter (1, 2, 3 or 4).
3. Year. 2 digit year, example (01)
4. Report Due Date.
5. Federal Employer Identification Number. (FEIN)
6. Employer Name.
7. Account Number (14-digits)
8. 1-23 denote the line number.
9. Employees' social security numbers and names are preprinted on some wage reports. Preprinted names are limited to the number of characters as shown. If incorrect in items 10 through 12:
 - a. Enter an "X" within the "Change" area (item 9);
 - b. Draw a diagonal line through any incorrect character(s);
 - c. Enter correct characters(s) above lined out information.

EXAMPLE:	CHANGE	SS NUMBER	LAST NAME	FIRST NAME
		00	S	J
	X	123456789	SMITH	JOHN

ALIGN INFORMATION FOR ITEMS 10 THROUGH 13 UNDER THE PREPRINTED EXAMPLE PROVIDED.

10. Enter employee's social security number if not preprinted. If an employee has no social security number, enter the name and wages and have your employee immediately take steps to secure a number. Enter numbers without dashes or diagonal lines. Acceptable methods of reporting the social security number are:
123 45 6789 123456789
11. Enter the employee's last name if not preprinted. Type in all CAPITAL letters. Do not use commas or periods. Hyphens are acceptable.
12. Enter the employee's first name if not preprinted. Type in all CAPITAL letters. Do not report a middle initial. Do not use commas or periods. Hyphens are acceptable.
13. Enter total covered wages paid to the employee during the calendar quarter. Always use a decimal point followed by cents. Do not use commas or dollar (\$) signs. Acceptable reporting methods are:
1234.56 5603.00 (if even dollar amount paid)

Leave blank if no wages were paid during this quarter.
14. Enter all wages listed on all pages of the report. THIS AMOUNT MUST AGREE WITH THE AMOUNT ENTERED ON ITEM 9 OF FORM UCT-101, CONTRIBUTION REPORT. If submitting only one page, enter amount only on first page.
15. Enter total wages for all employees listed on this page.
16. Enter page number and total pages.

If you need additional pages for reporting wage detail or have questions about reporting, contact the Wage Reporting Unit, Division of Unemployment Insurance, PO Box 7962, Madison, WI, 53707-7962, or telephone (608) 266-6877. You can also e-mail your request to wagenet@dwd.state.wi.us.

Reports WITH Tax Payments,
Mail To:
Department of Workforce Development
Division of Unemployment Insurance
P.O. Box 78960
Milwaukee, WI 53278-0960

Reports WITHOUT Tax Payments,
Mail To:
Department of Workforce Development
Division of Unemployment Insurance
P.O. Box 7945
Madison, WI 53707-7945

DO NOT STAPLE ATTACHMENTS

Send original report. Do not submit copies of this form.

Penalties for late filing of this Wage Report MUST appear on the Quarterly Tax Report (Form UCT-101) and are explained in the instructions for Line 15 of the Quarterly Tax Report. In addition, if you have 100 or more employees in a quarter you must file this report magnetically or electronically. You may report your wage detail on the Internet, magnetic tape/cartridge, diskette or dial-up phone. Check out our web site at <http://www.dwd.state.wi.us/uiiben/wagehome.htm> for specifications and formats.